Instructions for Using Grants.gov to Apply for a Grant or Cooperative Agreement from DARPA Information Innovation Office (I2O)

Updated October 15, 2014

The basic steps for using Grants.gov to apply for a grant or agreement from DARPA/I2O are:

1. Download and read the Full Announcement from Grants.gov. Pay particular attention to the submission due date(s)/time. If you choose to use Grants.gov to submit your grant or agreement application, continue with these steps.
2. Download the application package from Grants.gov.
3. Complete the SF 424 (R&R) EXCEPT for blocks 20 and 21.
4. Using the Attachments form, attach the following documents. These may be uploaded in one file or multiple if there are different formats (e.g., pdf, Excel, PowerPoint). Document files must be in Portable Document Format (.pdf, ISO 32000-1), OpenDocument (.odx, ISO/IEC 26300:2006), .doc, .docx, .xls, .xlsx, .ppt or .pptx formats. Note, if you are not submitting directly via grants.gov and are using a System-to-System web services interface for proposal submission, you may not be able to attach certain file formats (e.g., Excel).
   - Volume 1: Technical and Management Proposal (including Appendix A)
   - Volume 2: Cost Proposal
   - A spreadsheet file (.xls, or equivalent format) that provides formula traceability among all components of the cost proposal.
   - Any other document required per Section IV of the Full Announcement. Do not attach any documentation not specifically requested in the Full Announcement. For questions regarding documentation to include, send an email to the mailbox designated in Section VII of the Full Announcement.
5. Submit the application package. Email notifications will alert you when the application package is:
   a. Received by Grants.gov.
   b. Validated by Grants.gov.
   c. Downloaded by DARPA.

> **NOTE:** *Leave extra time (days if possible) for Grants.gov validation. Grants.gov validates submitted applications to a deeper degree than the "Check Package for Errors" button at the top of an application. If Grants.gov finds an issue, the application will not be sent to DARPA. DARPA strictly enforces submission due dates/times.*

First Time Grants.gov User?

Applicants must complete the followings steps before an application package can be submitted through Grants.gov. Detailed instructions for completing these steps are found at http://www.grants.gov/web/grants/applicants/organization-registration.html.

1. Obtain a DUNS number,
2. Register the organization in the System for Award Management (SAM) (https://www.sam.gov/portal/public/SAM/),
3. Register the organization's Authorized Organization Representative(s) (AOR) in Grants.gov, and

4. Have the organization's SAM E-Business Point of Contact authorize the AOR(s) to submit applications.

Which Forms Should We Use?

The following table shows the forms to use for your organization's application. "R&R" stands for "Research and Related." Do NOT use any forms other than those listed below.

DARPA Guidance for Choosing Application Forms		
Form	**Applicability**	**Description**
SF 424 R&R Application for Federal Assistance	Required for all applications/proposals for grants or agreements submitted through grants.gov.	This is the standard government-wide application form for federal Assistance.
Attachments Form	Required for all applications/proposals for grants or agreements submitted through grants.gov.	This form is where all the documents required by the Full Announcement are attached.
SF-LLL, Disclosure of Lobbying Activities	Required IF your organization has lobbying activities to report and the award is expected to exceed $100,000. *This form should be submitted only if applicable.*	Disclosure of lobbying activities pursuant to 31 USC 1352

Field Definitions for the SF 424 Form

The following tables provide guidance for completing the individual SF 424 (R&R) forms. When applying to DARPA/I2O for a grant or other assistance awards, the mandatory forms are the "SF 424 (R&R)" and the "Attachments" form.

SF 424 (R&R) Application for Federal Assistance		
Field No.	**Field Name**	**Guidance for Completing Field**
1	Type of Submission	Required. Check either "Application" or "Changed/Corrected Application." DoD does not use Grants.gov to submit pre-applications. If this submission is to change or correct a previously submitted "New" application, click the "Changed/Corrected Application" box and enter the Grants.gov tracking number in the Federal Identifier field.
2	Date Submitted	Enter the date the application is submitted to DARPA.
-	Applicant Identifier	Enter the applicant's control number (if applicable).
3	Date Received by State	Not applicable to research.
-	State Application Identifier	Not applicable to research.
4 a.	Federal Identifier	New applications should leave this field blank. If submitting a renewal, enter the award number of the prior action.
4 b.	Agency Routing Identifier	Optional. Enter any identifying information, such as an organization code or a research topic area code, as instructed in the application instructions.
4 c.	Previous Grants.gov Tracking I.D.	If this is a "Changed/Corrected" application, enter the previous Grants.gov tracking number.
5	Applicant Information	Required. Self-explanatory. If an applicant selects a country code other than the U.S., the State field is locked out and the Zip/Postal Code field becomes optional.
6	Employer Identification	Required. Enter either TIN or EIN as assigned by the Internal Revenue Service. If the organization is not in the US, enter 44-4444444.

SF 424 (R&R) Application for Federal Assistance		
Field No.	**Field Name**	**Guidance for Completing Field**
7	Type of Applicant	Required. Select from the menu or enter the appropriate letter in the space provided. If Small Business is selected as Type of Applicant, then note if the organization is Woman-owned and/or Socially and Economically Disadvantaged. If the organization is a Minority Institution[a], select "Other" and write "Minority Institution" under Other (Specify).
8	Type of Application	Required. For DARPA, the only three selections that are applicable are: **New**: An application that is being submitted to an agency for the first time. **Resubmission**: An application that has been previously submitted, but was not funded, and is being resubmitted for consideration. **Renewal**: An application requesting additional funding for a period subsequent to that provided by a current award. A renewal application competes with all other applications and must be developed as fully as though the applicant is applying for the first time. For DARPA, incremental funding actions, exercise of options, and other revisions do not require any submission through Grants.gov.
9	Name of Federal Agency	Name of the DoD organization from which financial assistance is being requested with this application. This information is pre-populated by Grants.gov based on the funding opportunity announcement.
10	Catalog of Federal Domestic Assistance Number	Specify the CFDA number and title of the program under which financial assistance is requested. This information is pre-populated by Grants.gov based on the funding opportunity announcement.
11	Descriptive Title of Applicant's Project	Required. Enter the title of the proposal.
12	Proposed Project Dates	Required. Enter the proposed start and end dates of the project.
13	Congressional Districts	Required. Enter the congressional district in the format: 2 character State Abbreviation - 3 character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district. If outside the US, enter 00-000. The congressional districts may be found on the Grants.gov web site.
14	Project Director/Principal Investigator Contact Information	Required. Self explanatory
15	Estimated Project Funding	Required. Enter total Federal funds requested for the entire funding period and, if required, non-Federal funds to be applied to the same period. Identify any program income estimated for the funding period. Enter zeros if none.
16	Is Application Subject to Review by State Executive Order 12372 Process?	Not applicable for DoD research and related programs.
17	Certification	Required. By checking "I agree", the applicant provides the required certifications and assurances other than those requiring a separate assurance (e.g., human subjects).
18	SF-LLL (Disclosure of Lobbying Activities) or other Explanatory Documentation	Optional. Complete only if the applicant needs to disclose lobbying activity and the SF-LLL form was omitted from the application package. In this case, the applicant may download the SF-LLL from the Grants.gov Forms page and attach it here. This block may also be used to attach other explanatory information, if indicated in the application instructions.
19	Authorized Representative	Required. Self explanatory. Grants.gov submissions are given an "electronic" signature that authenticates the sender.

SF 424 (R&R) Application for Federal Assistance		
Field No.	**Field Name**	**Guidance for Completing Field**
20	Pre-application	Do not use. Pre-applications, abstracts, or white papers are not to be submitted using Grants.gov.
21	Cover Letter Attachment	Attach the cover letter if required by the announcement instructions.

[a] Minority Institutions are defined under the Higher Education Act of 1965, 20 U.S.C. 1067k(3).